

**DANE COUNTY EMPLOYEE RELATIONS**  
**FUNCTIONS AND ACTIVITIES**

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1. **Recruitment and Selection** (Deb Henke, Alex Hauri, Katelyn Thurs, Kabura Mukasa, Rodrigo Valdivia)
  - Requisition
  - Advertisement
  - Alternative Selection and Diversity recruitment efforts (Rodrigo Valdivia & HR Analyst)
  - Examination
  - Applicant Screening
  - Results and Eligible List
  - Applicant Tracking
  - Grading Panel Selection/Coordination
  - Policy Advice and Formulation/Dept. Support (Kabura Mukasa)
  - Rate Justification Form-Regular Hires (Amy Utzig)
  - Rate Justification Form-LTE (Renee Endres)
  - Record Keeping – File Storage (Linda Ramirez)
  
2. **Classification and Compensation**
  - Position Audits-Reallocation/Reclassifications (Alex Hauri/Kabura Mukasa backup)
  - Class Specifications/Position Descriptions (Kabura Mukasa)
  - Salary Surveys (Kabura Mukasa/Renee Endres)
  - Management Pay Plan (Amy Utzig)
  - Pay Rate Recommendations (Kabura Mukasa/Amy Utzig/Shannon Maier)
  - Acting Class Pay Calculations (Renee Endres)
  - Policy Advice and formulation(Kabura Mukasa/Amy Utzig/Renee Endres/Shannon Maier)
  - Record Keeping – File Storage (Amy Utzig/Renee Endres)
  
3. **Labor Relations/Meet & Confer**
  - Bargaining/Handbook (Amy Utzig)
  - Labor Contract Administration (Amy Utzig)
  - Grievance Administration (Linda Ramirez)
  - Dept. Support on Discipline (Amy Utzig)
  - Layoff and Bumping Administration (Shannon Maier/Kabura Mukasa backup)
  - Policy Advice and Formulation (Amy Utzig/Kabura Mukasa/Renee Endres/Shannon Maier)
  - Record Keeping – File Storage (Amy Utzig/Kabura Mukasa/Renee Endres)
  
4. **FMLA/LOA Administration/Tracking** (Deb Henke/ Kabura Mukasa backup/Shannon Maier)
  - Eligibility for leave (Deb Henke/Kabura Mukasa backup)
  - Obtaining forms (Deb Henke/Kabura Mukasa backup)
  - Completing forms (Deb Henke/Shannon Maier)
  - Receipt of paperwork (Deb Henke/Kabura Mukasa backup)
  - Approvals (Deb Henke/Kabura Mukasa backup)
  - Tracking Usage of Time (Deb Henke/ Kabura Mukasa backup)
  - Navigating the process (Shannon Maier)
  - Policy Advice and Formulation (Deb Henke/Kabura Mukasa/Shannon Maier)

## DANE COUNTY EMPLOYEE RELATIONS FUNCTIONS AND ACTIVITIES

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- Workplace Possibilities Program (Shannon Maier)
  - Stay at Work Policy (Shannon Maier)
  - Short/Long Term Disability (Shannon Maier)
- 5. Employee Development**
- Manager Training (Amy Utzig/Kabura Mukasa/Shannon Maier)
  - Retirement Workshop (Linda Ramirez)
  - New Employee Orientation (Katelyn Thurs/Kabura Mukasa backup)
  - Performance Evaluation (Amy Utzig/completed forms to Linda Ramirez)
- 6. Position Control** (Renee Endres/Kabura Mukasa backup)
- Place New Employees on Payroll
  - Transfers
  - Other Personnel Actions Related to Positions and Pay
  - Record Keeping – File Storage
- 7. Benefit Administration** (Shannon Maier/Carol Cady-Severson/Amy Utzig)
- RFP's, contract, policy formulation (Amy Utzig/Shannon Maier)
  - Enrollment, premium payment (Carol Cady-Severson)
  - New employee orientation for insurance (Carol Cady-Severson/Shannon Maier backup)
  - Obtaining/completing insurance forms (Carol Cady-Severson)
  - Receipt of insurance forms (Carol Cady-Severson)
  - Approvals (Carol Cady-Severson)
  - Billing (Carol Cady-Severson)
  - COBRA/WI Continuation (Carol Cady-Severson)
  - Loss of Coverage (Carol Cady-Severson)
  - Qualifying Events (Carol Cady-Severson)
  - Quarterly Lookbacks (Carol Cady-Severson)
  - Precision Retirement questions (Carol Cady-Severson)
  - WI Retirement System (Carol Cady-Severson)
- 8. Employee Advocacy/Mediation** (Shannon Maier)
- Coordinate with county employees to navigate insurance benefits, leaves, ADA, EAP resources
  - Manage short/long term disability insurance: submit employer statements and manage the Workplace Possibilities Program
  - Employee education/training on insurance and leaves
  - Mediate disputes between managers/employees and employee/employee
  - Policy advice and formulation
- 9. Payroll (moved to Employee Relations Division 1/31/21)**
- Life Insurance
  - Wisconsin Retirement
  - W2's
  - Focus Cards
  - 105% pay
  - Section 125 Flex Plan

**DANE COUNTY EMPLOYEE RELATIONS  
FUNCTIONS AND ACTIVITIES**

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- Federal Student Forgiveness Loan
- Catastrophic Leave (Donated Leave)

**10. Personnel Related Functions Outside of Employee Relations**

- ADA Administration and Compliance – Office for Equity & Inclusion
- Safety – Risk Management
- CDL License Checks – Risk Management
- Criminal Background Checks – Department Specific
- Medical Exams – Department Specific
- CDL Alcohol and Drug Testing – Risk Management
- Discrimination Complaints – Office for Equity & Inclusion
- Workers Compensation- Risk Management
- County Budget- Controller/Administration